



**DEPARTMENT OF THE ARMY**  
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE  
FORT GORDON, GEORGIA 30905

REPLY TO  
ATTENTION OF:

ATZH-TBB

7 July 2008

MEMORANDUM FOR All 551st Signal Battalion Personnel

SUBJECT: Policy Memorandum No. 9 – Company Change of Command Inventory

1. References:

- a. Army Regulation 735-5, Policies and Procedures for Property Accountability.
- b. Department of the Army Pamphlet 710-2-1, Using Unit Supply System Manual Procedures.
- c. Directorate of Public Works (DPW) Supply Standing SOP (External), dated Jan 99.
- d. 15<sup>th</sup> RSB memorandum, Primary Hand Receipt Holder Briefing, dated 16 Sep 02.

2. This memorandum defines my policy regarding the conduct of Company Change of Command Inventories. This memorandum outlines specific responsibilities for Outgoing and Incoming Commanders, Battalion S4, Installation Property Book Officer (PBO), or any Installation organization supporting the 551<sup>st</sup> Signal Battalion. It is intended to give key personnel the guidance necessary to complete the inventory accurately, in an expeditious manner, and IAW established policies and regulations. Both Outgoing and Incoming Commanders are required to be familiar with this correspondence.

3. Prior to execution, the Battalion XO will brief the Outgoing and Incoming Commander. During the entire process, the Battalion XO will be informed on the progress of the actions listed below. Do not wait until the last minute to address issues or problems, keep the Battalion XO abreast of pending problems. Alert me personally if you anticipate a potential delay in the actual change of command.

4. In order to conduct a smooth change of command inventory, it is imperative that the Outgoing Commander has conducted cyclic inventories throughout their time in command as required. Know your property and where it is!

5. The incoming and outgoing commanders will conduct a joint inventory. Ten (10) working days will be dedicated to this entire process. This includes the physical inventory, signing of property books, adjustment documents and out briefs (minus the actual ceremony). Should both the Incoming and Outgoing Commanders deem this time to be insufficient, they must get authorization from the Battalion Commander.

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6. Responsibilities are as follows:

a. Outgoing Commander will:

- (1) Check with the Battalion Commander for any instructions (i.e., time and resources).
- (2) Notify all agencies (i.e., Installation PBO, MWR, TSC, FMB, CIF, Bn/Bde S4) 30 days in prior to the change of command date.
- (3) Eleven (11) working days prior to start of the inventory, all property book adjustments/updates should be posted. No changes should be made after this time. This is the baseline that the Incoming Commander will inventory against. Acquire a master printout from all agencies identified above.
- (4) Ensure that all sub-hand receipts and shortage annexes (as applicable) are updated prior to beginning the inventory.
- (5) Ensure the most current technical manuals, supply catalogs, component lists and other related publications (as applicable) are on hand and available to the Incoming Commander. For commercial items where no TM exists, provide a photocopy or owner's manual.
- (6) Account for property that cannot be located during the inventory IAW AR 735-5. Ensure you exhaust all efforts to locate misplaced or missing property.
- (7) Prepare an inventory schedule to all hand-receipt holders which includes: written notification of the date, time, place and procedures for inventory.
- (8) Try to inventory like items in one location, at one time.
- (9) Handle all discrepancies IAW AR 735-5, through the appropriate agency.
- (10) Inventory jointly with the Incoming Commander. NOTE: It is your responsibility to provide the Incoming Commander all schedules, updated component lists, publications, etc.
- (11) Present the COC AAR out-briefing memorandum and slides required for the Battalion Commander two days prior to the actual change of command ceremony. The Bde Cdr out-brief will be IAW brigade policy memorandum, Subject: Primary Hand Receipt Holder Briefing, dated 16 Sep 02.
- (12) NOTE: Keep copies of inventory records for a minimum of 1 year.

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b. Incoming Commander will:

(1) Take good notes during your inventory. Document issues that arise, problems with hand-receipts.

(2) Ensure he/she utilizes the most current publication to conduct the inventory (as applicable). Follow procedures outlined in DA PAM 710-2-1, para. 9-5.1.

(3) Physically count each piece of equipment and all components of major end items to include Class IX components (as applicable).

(4) Ensure all hand receipts/sub-hand receipts are updated and equipment inventoried is accounted for.

(5) Verify all sub-hand receipts against the master hand receipt printout provided by the PBO.

(6) Prior to inventory, familiarize yourself with the item to be inventoried. Verify all serial numbers and registration numbers against the master hand receipts.

(7) Make a consolidated shortage/excess list and provide this to the outgoing commander and the PBO. Ensure missing components are consolidated under the nomenclature of the major end item.

(8) Ensure all missing or unaccounted for items are annotated on the master hand receipt or shortage annex from the PBO prior to signing for the property.

(9) Ensure all MWR purchased property is on the MWR property book.

(10) Verify equipment that is in maintenance against the maintenance request with the support maintenance activity. Go see it if need be.

(11) Ensure all damaged property is placed in maintenance for repair.

(12) Be prepared to turn-in excess unauthorized property as directed by the PBO.

(13) Keep all your initial inventory documents (master) on file in a safe place.

c. Battalion S4 will:

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- (1) Answer questions and provide guidance to both Incoming/Outgoing Commanders.
  - (2) Settle all shortages not accounted for on adjustment documents with either Statement of Charges or Report of Survey, etc., NLT three days prior to Change of Command.
  - (3) Maintain a signed copy of all the Incoming Commander's newly signed property book and hand receipts.
  - (4) Brief this during the Battalion Commander's out-briefing.
- d. Property Book Officer (to include all Installation Organizations) should:
- (1) Prepare a current hand-receipt for the Incoming Commander to utilize his/her inventory. Prepare a second hand-receipt after all adjustment documents have been provided and posted to the initial hand-receipt for review and signature of the Incoming Commander.
  - (2) Answer questions and provide guidance to both Incoming/Outgoing Commanders.
  - (3) Ensure all adjustment documents are properly prepared and the inventory is followed IAW DA PAM 710-2-1, para 9-5.1.
  - (4) Settle any disagreements pertaining to accountability or inventory procedures.
7. To ensure nothing has been omitted, the following areas listed below will be addressed by the Incoming/Outgoing Commanders during the out brief. You will both ensure there are no outstanding hand receipts with any activity/agency prior to the briefing mentioned in paragraph 6.
- Organizational Property Book
  - Installation Property Book
  - Real Property Book
  - FMB Furniture
  - Morale, Welfare, and Recreation (MWR)
  - Training Aids / Training Support Center (TSC)
  - TMP vehicle and Fuel Keys
  - Any unit which has your property or which you have borrowed property from
  - Barracks Inspection (General)
  - Personnel register
  - Incoming Commander's Issues/Concerns
  - Overview of the Change of Command Ceremony itself
  - \* Review of Incoming/Outgoing Commander's Speeches

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8. The change of command will not occur until all these steps are completed.
9. In addition to out briefing the Battalion Commander, both Incoming and Outgoing Commanders will meet with the Brigade S4 and Commander prior to the change of command IAW brigade policy memorandum dtd 16 Sep 02.
10. Prior to the meeting with the Brigade Commander, all hand receipts will be updated and signed by the Incoming Company Commander.
11. This policy supersedes Policy Memorandum No. 20, dated 2 August 2004.

3 Encls

1. Acknowledgement Letter
2. Sample CCC AAR Letter for Bn Cdr  
Out-Brief
3. Personnel Asset Inventory (PAI) Guidance

//ORIGINAL SIGNED//  
CHARLES W. SCHRADER  
LTC, SC  
Commanding



**DEPARTMENT OF THE ARMY**  
**551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE**  
**FORT GORDON, GEORGIA 30905**

REPLY TO  
ATTENTION OF:

ATZH-TBB

MEMORANDUM FOR Commander, 551st Signal Battalion, Fort Gordon, GA 30905

SUBJECT: Acknowledgement Letter

1. The undersigned acknowledge that they have been thoroughly briefed on all policies and procedures relating to Company Change of Commands.
2. The undersigned acknowledge that will execute the Company Change of Command IAW all policies, procedures and memorandums outlined by the 15<sup>th</sup> Signal Brigade, 551<sup>st</sup> Signal Battalion, Fort Gordon Installation Property Book Office and IAW Department of the Army policies.

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Signature & Date  
Outgoing Commander

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Signature & Date  
Incoming Commander



**DEPARTMENT OF THE ARMY**  
**551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE**  
**FORT GORDON, GEORGIA 30905**

REPLY TO  
ATTENTION OF:

ATZH-TBB

MEMORANDUM FOR Commander, 551st Signal Battalion, Fort Gordon, GA 30905

SUBJECT: Change of Command After Action Report (AAR)

1. The Change of Command Inventory for X Company was conducted from \_\_\_\_\_ to \_\_\_\_\_. IAW the regulatory guidelines outlined in AR 710-2, DA PAM 710-2-1, and Battalion Commander's Policy Letter # 9, dated 7 July 2008, a joint inventory was conducted by the undersigned. All equipment on the property records has been inventoried with special focus on any serial numbered sensitive items. Component lists were used for equipment with components and CTA 50-900 items were inventoried utilizing inspectors within the company.

2. Summary of serial numbered and sensitive items.

a. \_\_\_\_\_ serial numbered end items were required to be inventoried. All were physically present and verified by the undersigned.

b. Of the \_\_\_\_\_ serial numbered end items, \_\_\_\_\_ were sensitive items.

c. Of \_\_\_\_\_ TMDE items, \_\_\_\_\_ were inventoried by serial number. There were/were no discrepancies. These discrepancies were \_\_\_\_\_.

d. All \_\_\_\_\_ end items were inventoried and on valid sub-hand receipts. The \_\_\_\_\_ end items indicated as short were \_\_\_\_\_.

e. As indicated, cash collection vouchers and Statements of Charges are being processed. Disciplinary actions were/were not appropriate.

3. Summary of Component Inventory:

a. Of the \_\_\_\_\_ LINS inventoried, \_\_\_\_\_ LINS requiring component listings are on hand and in use.

b. Component shortages are as follows:

**U/P (\$)**    **Type Of Property / Reason For Shortage / Action Taken**  
(Fill in data as applicable)

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SUBJECT: Change of Command After Action Report

4. Summary of CTA 50-900 Items Inventory.

a. E5 thru E9: A statement was signed by each NCO verifying that he/she had personally inventoried his/her organization clothing and individual equipment verifying quantities on hand and serviceability.

b. E4 and below:

<u>ASSIGNED</u>	<u>PRESENT</u>	<u>INVENTORIED SHORTAGES (\$)</u>
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The organization clothing and individual equipment assigned to \_\_\_\_\_ personnel were not inventoried. (\_\_\_\_on leave; \_\_\_\_in school; \_\_\_\_hospitalized; \_\_\_\_other). Their organization clothing and individual equipment will be inventoried upon their return to the unit.

c. Organization clothing and individual equipment shortages are being corrected (i.e., statement of charges, cash collection vouchers, reports of survey).

5. Summary of Training Aid Support Center (TASC) Item Inventory. All TASC items were inventoried and are on valid hand receipts. Items found to be short were \_\_\_\_\_. As indicated, cash collection vouchers and statement of charges are being processed. Disciplinary action was/was not appropriate.

6. All FMB Furniture was inventoried and on valid hand receipts. Items found to be short were \_\_\_\_\_. As indicated, cash collection vouchers and statement of charges are being processed. Disciplinary action was/was not appropriate.

7. All MWR items were inventoried and on valid hand receipts. Items found to be short were \_\_\_\_\_. As indicated, cash collection vouchers and statement of charges are being processed. Disciplinary action was/was not appropriate.

8. Surveys initiated during the period \_\_\_\_ to \_\_\_\_ (entire change of command period):

SURVEY#	DOCUMENT#	TYPE PROPERTY	TOTAL\$
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Note: Was disciplinary action appropriate?

9. There were \_\_\_\_\_ LINS of excess identified. \_\_\_\_\_ have been turned into date. The Incoming Commander has sole access to the excess storage facility and is aggressively coordinating the turn-in of all excess.



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10. Unit TMP Vehicle Condition: VIN #\_\_\_\_\_, Plate Number \_\_\_\_\_, vehicle condition is :\_\_\_\_\_, damaged: \_\_\_\_\_, Fuel Key available \_\_\_\_\_.

11. REMARKS: Comments should be made in this paragraph regarding the number of separate adjustment reports to bring the master hand receipt in line with what the Incoming Commander found during the inventory.

12. Incoming Commander issues or concerns:

13. The Incoming Commander is fully confident that the property in this unit is accounted for.

\_\_\_\_\_  
Signature & Date  
Outgoing Commander

\_\_\_\_\_  
Signature & Date  
Incoming Commander

\_\_\_\_\_  
Reviewed by Battalion Commander  
Signature & Date



**DEPARTMENT OF THE ARMY**  
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE  
FORT GORDON, GEORGIA 30905-5000

REPLY TO  
ATTENTION OF:

ATZH-TBB-P

MEMORANDUM FOR Incoming Commander, **X Company**, 551<sup>st</sup> Signal Battalion, Fort Gordon, GA 30905

SUBJECT: Personnel Asset Inventory (PAI) Guidance

1. The following information is provided to assist you in conducting your PAI.

a. On the day of the PAI, you should have the latest copy of the AAA-162 (Personnel Strength Zero Balance), along with supporting documentation for the personnel that will not be present.

b. The PAI will be conducted no later than the fifth working day before the Change of Command. It is to be conducted jointly with you and the Outgoing Commander. PAIs will be conducted annually thereafter.

c. Request AAA-162 from PAC. Update the AAA-162 with gains and losses. Account for attached personnel by sending a letter or email to commanders of the units to which Active Army personnel are assigned. The respective commanders should verify that the personnel listed in the letters are included in the reported strength.

d. All assigned and Active Army personnel will be present for the PAI unless in one of the following categories:

- 1) assigned-not-joined
- 2) hospitalized
- 3) leave
- 4) temporary duty
- 5) absent without leave
- 6) confined
- 7) pass, administrative absence, sick in quarters

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SUBJECT: Personnel Asset Inventory (PAI) Guidance

8) essential duties

9) missing

e. Include supporting documents, i.e., TDY/PCS orders, DA Form 31.

2. The Battalion Commander will review the completed PAI to ensure that you have fully complied with AR 600-8-6, Ch 5.

3. The POC for this memorandum is the undersigned at 791-4796.

MARVIN M. ARTIS  
SSG, USA  
Battalion S1